Cook County, IL
ZONING CHANGE REPORTING

MUNICIPALITY USERS

ZONING CHANGE REPORTING

APPLICATION

TRAINING MANUAL

June 2012

PROWEST & ASSOCIATES
GIS CONSULTING | DATA SERVICES | APPLICATIONS
It's important to know

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1 Overview

The Cook County Zoning Change Reporting Application is a web-based application that is used by Cook County municipalities to submit zoning district changes to their zoning maps and for Cook County staff to receive changes.

When changes are received by County staff, they are used to update the County's GIS zoning district data.

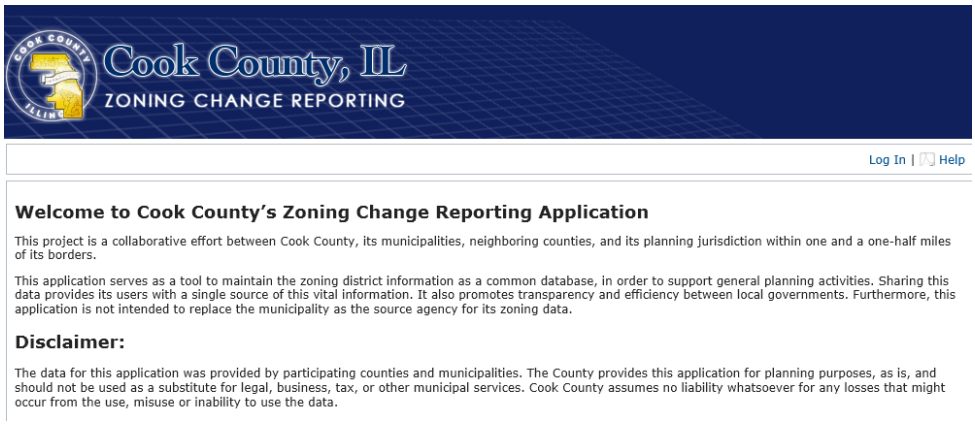
The application presents a simple, intuitive and streamlined interface for reporting zoning changes.

This document delves into the details of the available tools and tips on making effective use of the application.

1.1 Welcome

Welcome to the Cook County Zoning Change Reporting Application.

When you first open the website, you will be presented with an entry screen.



❑ Click on the toolbar items at the top of the screen to **Login** or view a comprehensive help document.

The Zoning Change Reporting application is restricted to registered users, so, if you do not have an account, you will need to contact the Cook County GIS Department to have an account set up.

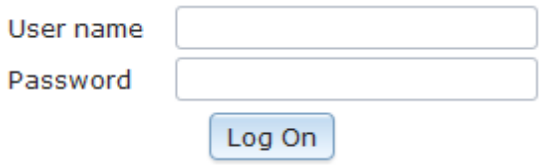
1.2 Logging In

The Zoning Change Reporting application is restricted to authorized users.

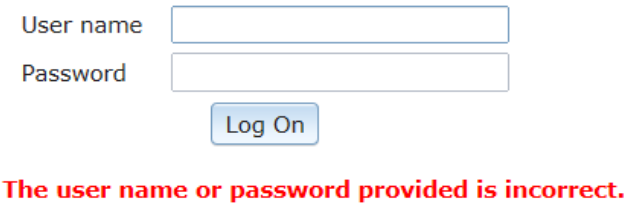
Each user is assigned to one of three roles: Municipality Accounts, County Reviewers and Application Administrators.

Log In to the Zoning Change Reporting Application:

- ❑ Click the **Log In** function on the upper right of the Landing Page. The Log In item is to the left of the Help function.
- ❑ Click in the **User name** box and type your user name.
- ❑ Click in the **Password** box and type your password.
- ❑ Click the **Log On** button to log in to the **Cook County Zoning Change Reporting Application**



Incorrect Password
A dialog box will prompt you with on-screen help if you forget to enter in any of the required information or enter log in information incorrectly.



Important Note:
Repeated unsuccessful **Login** attempts will result in your account being locked out. If you believe that your account is locked out, or if you require additional assistance with the application login process, please contact the Cook County GIS Department.

2 Municipalities

2.1 System Requirements

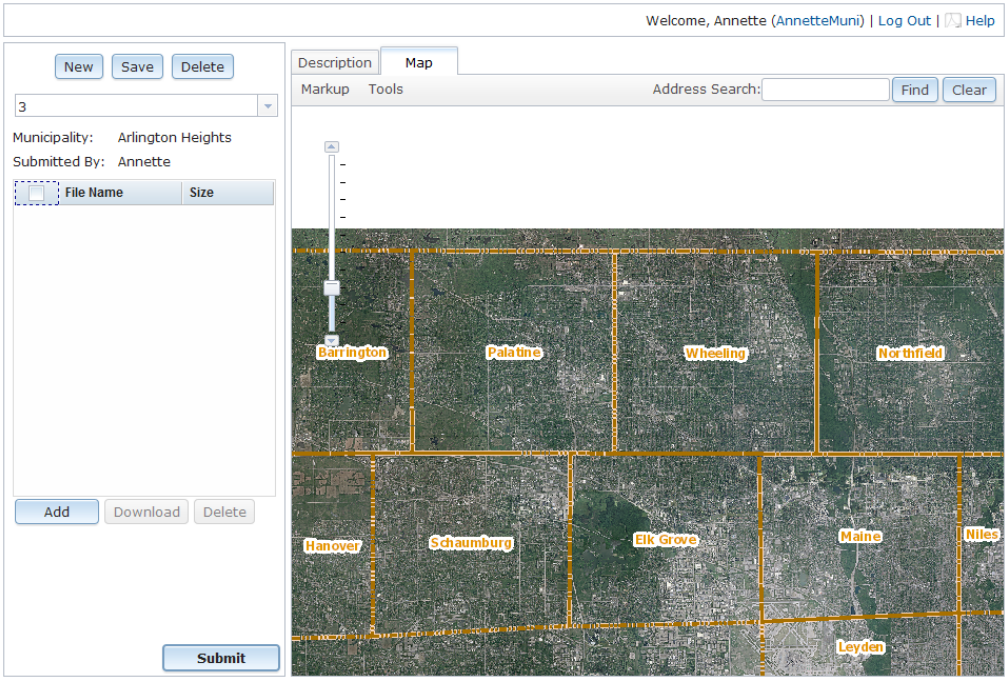
The web application supports Mozilla's Firefox (version 5 or higher) browser and Microsoft's Internet Explorer (version 8 or higher).

The minimum screen size is 1024x768, but larger screen sizes are recommended.

A high-speed Internet connection is recommended when uploading supporting documents.

3 Municipality Panel

Following Logon to the application, Municipality Users will be directed to the main Zoning Change Submission page for their municipality.



This is an interactive web application that allows multiple zoning change requests to be delineated, attached,described, organized and edited before submission to the County for incorporation into the County-wide zoning district data.

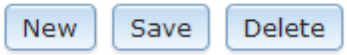
The interface consists of **Two Major Components**.

- There is an **Interactive Panel** on the left side that allows a user to create new zoning change requests, attach related files, such as ordinance documents, and submit the information to the County for review.
- On the right side is an **Interactive Map** (Map tab) with a variety of tools to assist in locating and creating markups for the area of interest. A free-form **Description text box** (Description tab) is available to provide supplemental information or make comments.

3.1 Interactive Panel

The **Interactive Panel** on the left side is partitioned into three areas.

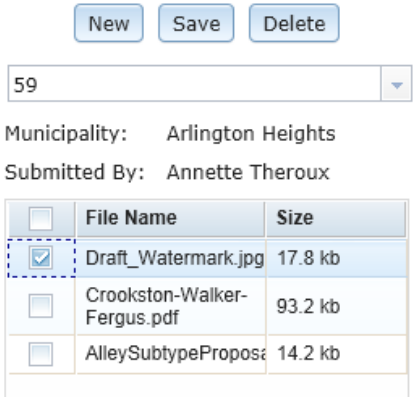
The top-most region is used for creating new, saving and deleting zoning change records which are displayed in the drop-down list immediately below the buttons.



The three buttons, **New**, **Save**, and **Delete** have the following functions:

❑ Click **New** to create a new zoning change record
This sets it as the current record. The application will auto-number the new zoning change record sequentially.

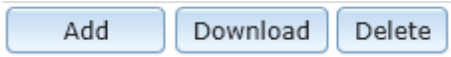
The drop-down list displays the current record and contains all of the zoning change records that are associated with the Municipality of the user's account which have **NOT** yet been submitted to the County for review.



The displayed records make up a working set of documents that may be updated by any user with an account tied to the Municipality.

The middle of the **Interactive Panel** contains the **File List** for the current record. The **File List** displays all of the documents that have been attached to the current records as supplemental information. (The list of files attached to a record are named by the Municipality and will vary)

The three buttons along the bottom of the **File List** component are used to **Add**, **Download**, and **Delete** attached files.



Add Files

❑ Click **Add** to open up a file selection dialog box and navigate to a file stored locally on your computer or agency's available servers.
When the file choice is confirmed, the file is immediately uploaded and attached to the zoning change record.

Download Files

❑ Click the check box to the left of the file name prior to clicking **Download**.

❑ Click **Download** to download any attached documents as a ZIP files with the selected file name. If the user has saved any markup, a "markup.kml" file will be available to include in the download as well.

Only files that are checked are included.

A prompt will appear, requesting a name for the downloaded file.

❑ Type the name in the **Script Prompt** text box

❑ Click **OK** to save the file to your downloads folder.

The user may also be prompted to open or save the file, depending on the computer's operating system.

Delete a File

❑ Click the check box to the left of the file name prior to clicking Delete.

❑ Click **Delete** to remove a file from the record.

Save Added Files and Markups

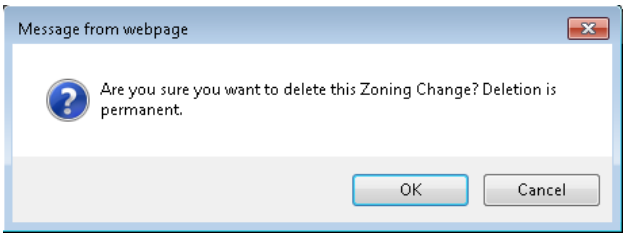
❑ Click **Save** to update the current record with any changes that were made in the right side panels. Changes to the **Description** text or markup placed on the **Map** are also saved.

If the user has added new markup to the map, a "markup.kml" file will appear in the File List component. The KML file contains all of the markup data and may be imported into ArcMap directly.

To Delete a Zoning Change Record (all all attached files and markups)

❑ Click **Delete** in the top-most region of the Interactive Panel to remove the current record from the Municipality panel.

The user will be prompted to confirm the action before the record is deleted.



Submit Zoning Changes

In the bottom-right corner of the Interactive Panel is a **Submit** button.

❑ Click the **Submit** button to submit the zoning changes to the County and remove the record number from the drop-down list. Only submit a record once you are sure it contains all of the desired information.

3.2 Interactive Map

On the right side of the Municipality Page is the **Interactive Map** and free-form **Description Tab**.

There are three functional items on the menu bar of the Map Tab: **Markup, Tools and Address Search.**

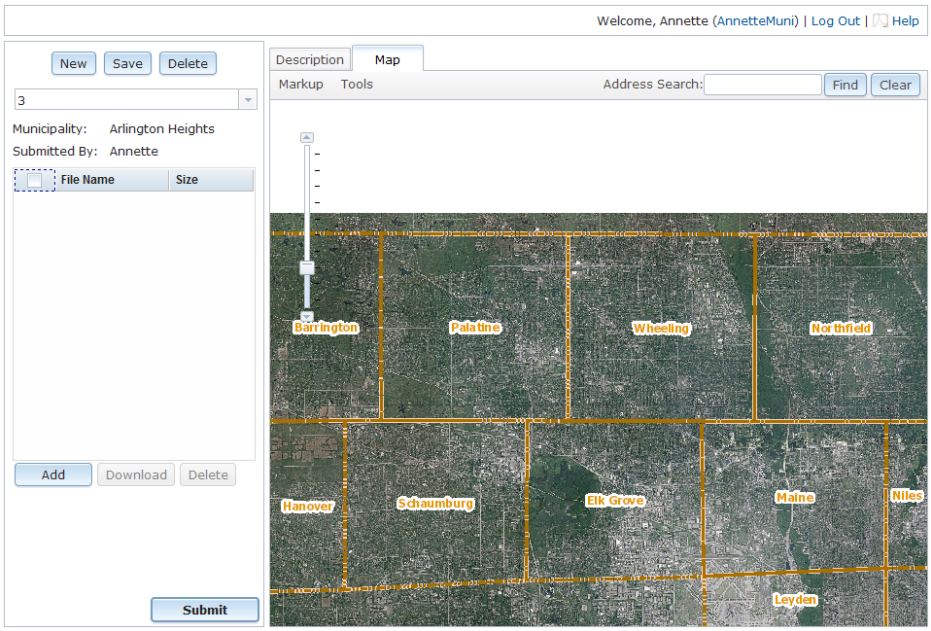


Figure 9: Map Panel

Description Tab

The **Description** Tab allows typing comments or information about the zoning change. There may not be a map or ordinance attached to the zoning change submittal necessitating a comment or explanation from the municipality.

❑ Click on the **Description** tab to display the free-form description text box.
Text can be typed and saved with the zoning change record.

Map Tab

The **Map** tab contains a map along with any markup saved in the change record.

The **Map Tab** contains the most functionality and may be used to locate target properties and neighborhoods, search for addresses and mark areas of interest that are relevant to the zoning change.

The Map tab consists of two major user interface elements; a menu bar at the top of the panel provides an address search box and access the various map tools, and the map itself, which takes up the remainder of the panel area.

❑ Click on the **Map** tab to display the interactive map

Zooming and Panning in the Map Tab area

Zoom In

❑ Roll the ball in the center of your mouse forward to **Zoom In** to the map.

Zoom Out

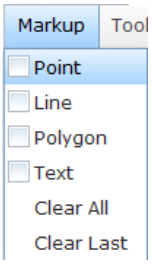
❑ Roll the ball in the center of your mouse backward to **Zoom Out** of the map.

Pan

❑ Left click anywhere, hold down the left mouse button and drag in the map area to **Pan** around the map.

3.2.1 Markup

There are four different types of markup that can be placed on the map: **Points, Lines, Polygons and Text**.



The Markup menus also provide two functions for clearing the markup from the map.

Clear All will remove all of the markup items and the **Clear Last** function will remove only the last markup item added to the map.

Clear Last may be clicked repeatedly to clear multiple pieces of markup.

3.2.1.1 Point

The **Point markup tool** allows points with various symbologies to be placed at selected locations on the map.

Points can be added anywhere on the map or can be snapped to parcel boundaries (lines and vertices).

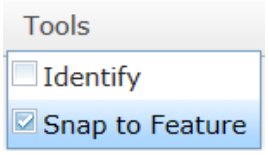
3.2.1.1.1 Snapping Points to Parcel Boundaries

Points can be snapped to the boundaries of parcels to ensure that the markup point is coincident with the parcel boundary.

To enable snapping to parcel boundaries:

❑ Click on the check box to the left of the **Snap to Feature** function under the Tools menu.

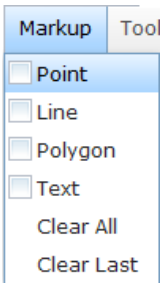
- The Snap to Feature function is dis-enabled by clicking on the check box to the left of the Snap to Feature function when markups are complete.



3.2.1.1.2 Adding Points

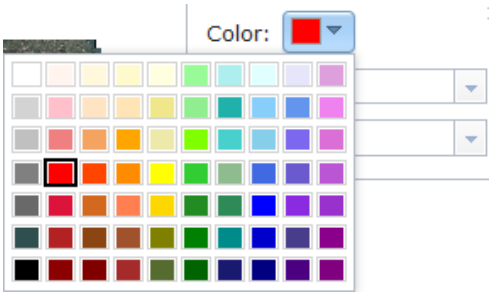
To Add Points:

❑ Click on the **Point** menu item to open the Point command window in the upper-right corner of the map.

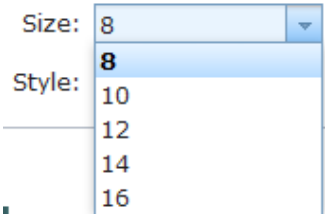


There are three different styling properties for **Point features: Color, Size and Style**.

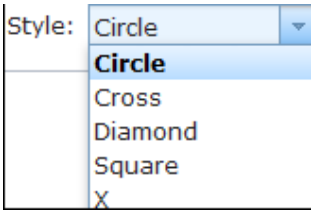
❑ Click the **Color** button to select a new color from the built-in color picker.



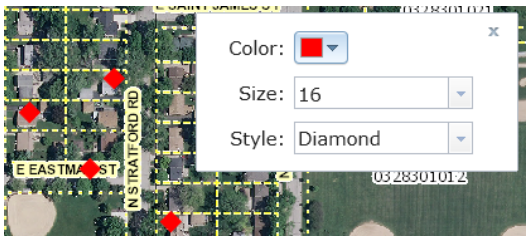
❑ Click the **Size** button to open a drop-down to select point size. The **size** is specified in screen pixels and a set of choices are available in the drop down menu.



❑ Click on the **Style** button to open a drop-down to select Style. The **style** may be selected from any of the ESRI –supported point styles.



❑ Click anywhere on the map panel to add **New points**.



❑ If you have selected Snap to Feature, cyan colored crosshairs will appear when you cursor is within 15 pixels of a parcel boundary (boundary line or vertex).

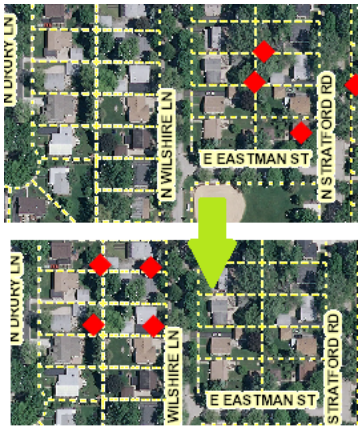
❑ Click to place a point. Continue clicking to add multiple points.
❑ To stop adding points, close the Point markup window by clicking on the **X** in the upper-right corner or by selecting the **Point** menu item from the menu bar to deselect the tool.

3.2.1.1.3 Moving Points

Moving an Individual Point:
❑ Be sure to **close the Point markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the point to select the graphic.

❑ Click on the point again and hold down the mouse button to drag the point to a different location on the map.



3.2.1.1.4 Changing Point Style Properties

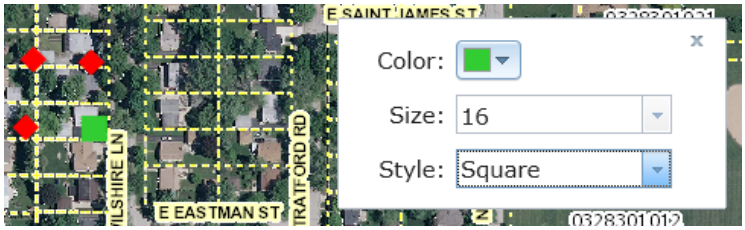
Changing the Style Properties for an Individual Point:
Sometimes you add a point and the size, color or shape does not fit your need.

To change any style properties for a point:

❑ Be sure to **close the Point markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.
- Closing the Point markup window will stop adding markups and enable selection of a point.

❑ Click on the point to select the graphic.
- The Point markup window will open again (this time you will not be in add mode since a graphic is selected).

❑ Select the change in color, size or shape that you need for the point.
- The Point will change to correspond with the style properties you selected.



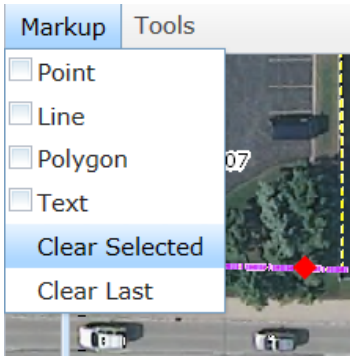
3.2.1.1.5 Selecting and Clearing Points

Selecting and Clearing an Individual Point:

❑ Be sure to **close the Point markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the point to select the graphic.

❑ Click the **Clear Select** menu item.



Important Note:
Clear All will change to a **Clear Selected** function which can be used to remove individual selected markup graphics.

3.2.1.2 Line

The **Line** markup tool allows multi-segment lines with various symbologies to be placed on the map.

Lines can be added anywhere on the map or can be snapped to parcel boundaries (lines and vertices).

3.2.1.2.1 Snapping Lines to Parcel Boundaries

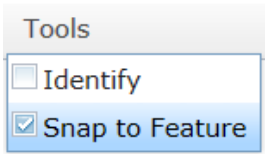
Snapping Line start, vertices and end to Parcel Boundaries:

Lines can be snapped to the boundaries of parcels to ensure that the markup line is coincident with the parcel boundary.

To enable snapping to parcel boundaries:

❑ Click on the check box to the left of the **Snap to Feature** function under the Tools menu.

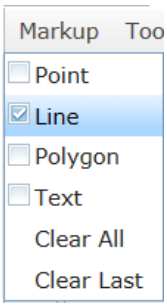
- The Snap to Feature function is dis-enabled by clicking on the check box to the left of the Snap to Feature function under the Tools menu when the function has a check mark next to it.



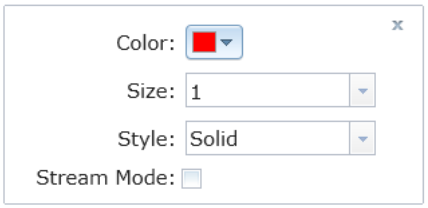
3.2.1.2.2 Adding Lines

To Add Lines:

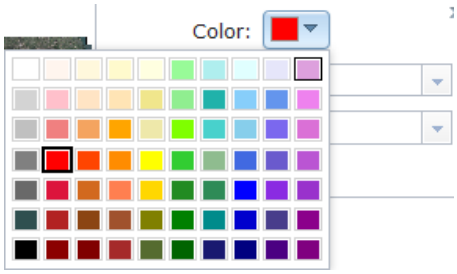
❑ Click on the **Line** menu item under Markup to bring up the Line command window in the upper-right corner of the map.



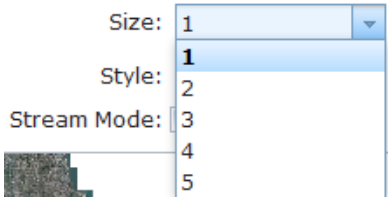
There are three different styling properties for **Line features: Color, Size and Style**.



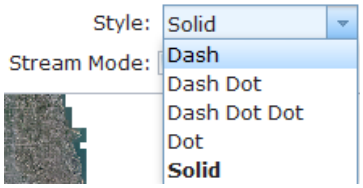
❑ Click the **Color** drop-down to change select a new color from the built-in color picker.



❑ Click the **Size** drop-down to select line width. The size is specified in screen pixels and a set of size choices are available in the drop down menu.



❑ Click the **Style** drop-down to select the line style. The style may be selected from any of the ESRI – supported line styles.



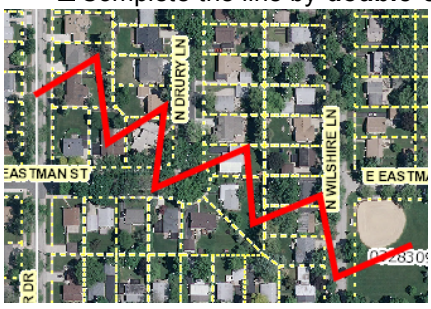
New lines can be added to the map in one or two ways depending on whether or not the **Stream Mode** option is selected.

When **Stream Mode** is **OFF**,

❑ Click anywhere on the map to start a line.

Each subsequent click places a new line vertex on the map at the clicked location.

❑ Complete the line by **double-clicking** at the end point.



When **Stream** Mode is **ON**,

❑ Click the check-box to the right of **Stream Mode** to enable Stream Mode markup.

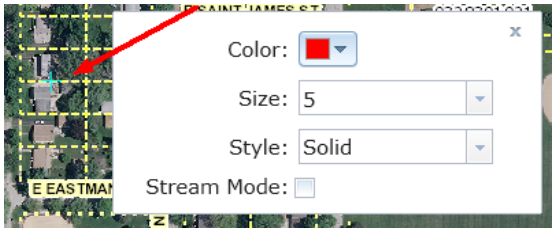
❑ Click on the map, hold down the mouse button and move your mouse freestyle to draw a line.

The line is completed by releasing the mouse button.

❑ To stop adding lines, close the Line command window by clicking on the **X** in the upper-right corner or by selecting the **Line** menu item from the menu bar to deselect the tool.

❑ If you have selected **Snap to Feature**, cyan colored crosshairs will appear when you cursor is within 15 pixels of a parcel boundary (boundary line or vertex).

- You **cannot** Snap to Feature with Stream Mode turned On.



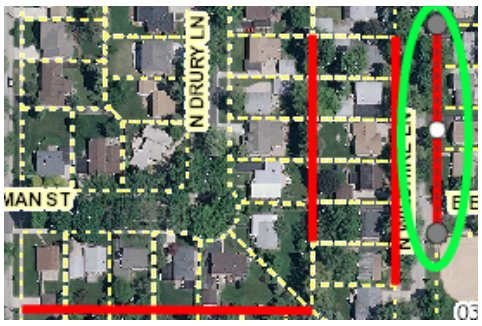
3.2.1.2.3 Moving Lines

Moving an Individual Line:

❑ Be sure to **close the Line markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the line to select the graphic.

- The line will display gray circles at each vertex and at the ends of the line.



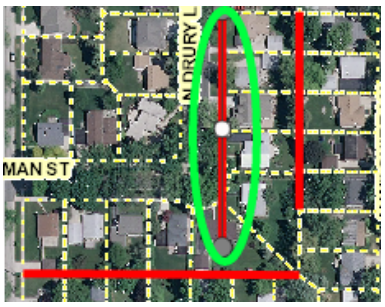
❑ A hand pointer will display when you are hovering over a line segment that can be moved.

Note:

- If you hover over a line segment, the pointer will move the entire line.
- If you hover over an end point or vertex, only that end point or vertex will move.

❑ Hold down the mouse button to drag the line to a different location on the map.

- If **Snap to Feature is enabled**, the cyan cross hairs will display, allowing snapping to parcel boundaries.



3.2.1.2.4 Editing Lines and Line Vertices

When Lines are selected, the line displays the end points and vertices of the line, as symbolized by gray and white circles. Each of the end points and vertices can be moved to update or correct the original line.

Editing an Individual Line:

❑ Be sure to **close the Line markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the line to select the graphic.

- The line will display gray circles at each vertex and at the ends of the line.

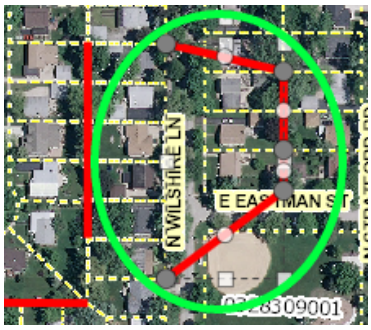
❑ A hand pointer will display when you are hovering over an end point or vertex that can be moved.

Note:

- If you hover over a line segment, the pointer will move the entire line.
- If you hover over an end point or vertex, only that end point or vertex will move.

❑ Hold down the mouse button to drag the end point or vertex to a different location on the map.

- If **Snap to Feature is enabled**, the cyan cross hairs will display, allowing snapping to parcel boundaries.



3.2.1.2.5 Changing Line Style Properties

Changing the Style Properties for an Individual Line:
Sometimes you add a line and the size, color or shape does not fit your need.

To change any style properties for a line:

❑ Be sure to **close the Line markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.
- Closing the Line markup window will stop adding markups and enable selection of a line.

❑ Click on the line to select the graphic.
- The Line markup window will open again (this time you will not be in add mode since a graphic is selected).

❑ Select the change in color, size or shape that you need for the line.
- The Line will change to correspond with the style properties you selected.

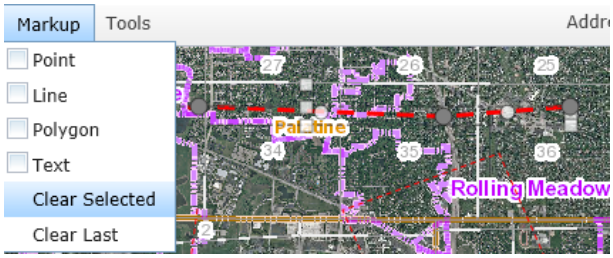
3.2.1.2.6 Selecting and Clearing Lines

Selecting and Clearing an Individual Markup Graphic:

❑ Be sure to **close the Line markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the markup graphic to select the graphic.
The selected line will display gray and white circle points along the line indicating the line has been selected.

❑ Click the **Clear Select** menu item under Markup.



Important Note:
Clear All will change to a **Clear Selected** function which can be used to remove individual selected markup graphics.

3.2.1.3 Polygon

The **Polygon markup tool** allows polygons with various outline and fill symbologies to be placed on the map.

Polygons can be added anywhere on the map or can be snapped to parcel boundaries (lines and vertices).

3.2.1.3.1 Snapping Polygons to Parcel Boundaries

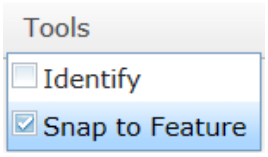
Snapping Polygon vertices to Parcel Boundaries:

Polygon vertices can be snapped to the boundaries of parcels to ensure that the markup line is coincident with the parcel boundary. Each vertex is snapped individually while constructing the polygon.

To enable snapping to parcel boundaries:

❑ Click on the check box to the left of the **Snap to Feature** function under the Tools menu.

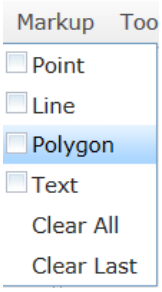
- The Snap to Feature function is dis-enabled by clicking on the check box to the left of the Snap to Feature function under the Tools menu when the function has a check mark next to it.



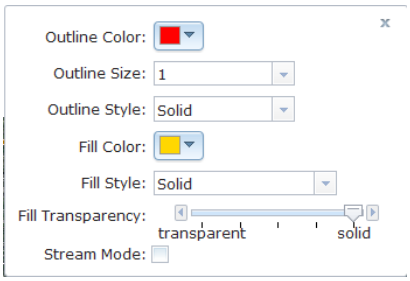
3.2.1.3.2 Adding Polygons

To Add Polygons:

❑ Click on the **Polygon** menu item to bring up the Polygon command window in the upper-right corner of the map.

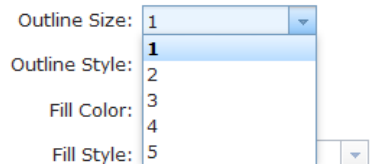


There are six different styling properties for **Polygon features: Outline Color, Outline Size, Outline Style, Fill Color, Fill Style and Fill Transparency**.

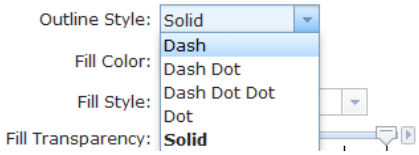


❑ Click the **Color** button to select a new color from the built-in color picker.

❑ Click the **Outline Size** button to open a drop-down to select polygon outline size. The outline style may be selected from any of the ESRI –supported line sizes and the fill style from any ESRI-supported polygon fill size.



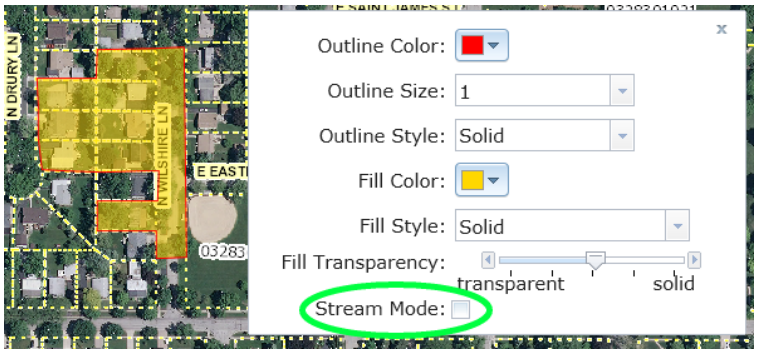
❑ Click the **Outline Style** button to open a drop-down to select polygon outline style.



Fill Transparency
The fill transparency is only applied when the **Fill Style** is set to **Solid.** All other fill styles are always drawn with full opacity.
❑ Move the **Fill Transparency** slider bar right or left depending on the amount of transparency desired.

New polygons can be added to the map in one or two ways depending on whether or not the **Stream Mode** option is selected.

When **Stream Mode** is **OFF**,
❑ Click anywhere on the map to start a polygon.
Each subsequent click places a new polygon vertex on the map at the clicked location.



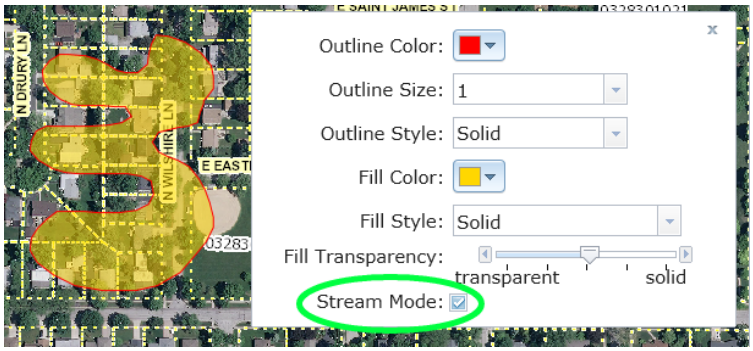
❑ Complete the polygon by **double-clicking** at the end point.

When **Stream** Mode is **ON**,

❑ Click the check-box to the right of **Stream Mode** to enable Stream Mode markup.

❑ Click anywhere on the map, hold down the mouse button and move your mouse freestyle to draw a polygon.

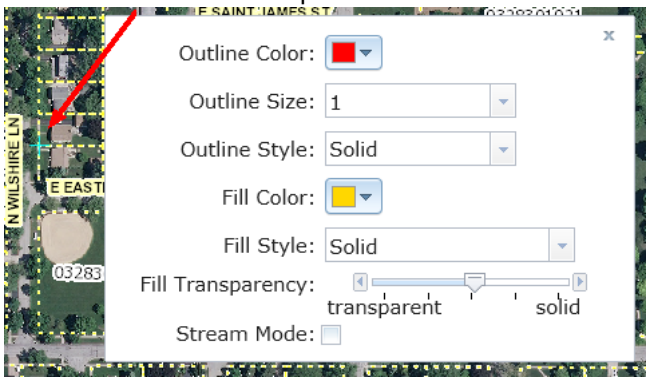
The polygon is completed by releasing the mouse button.



❑ To stop adding polygons, close the Polygon command window by clicking on the **X** in the upper-right corner or by selecting the **Polygon** menu item from the menu bar to deselect the tool.

❑ If you have selected **Snap to Feature**, cyan colored crosshairs will appear when you cursor is within 15 pixels of a parcel boundary (boundary line or vertex).

- You **cannot** Snap to Feature with Stream Mode turned On.

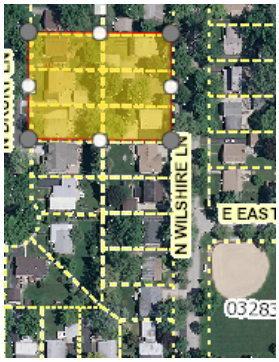


3.2.1.3.3 Moving Polygons

Moving an Individual Polygon:

❑ Be sure to **close the Line markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

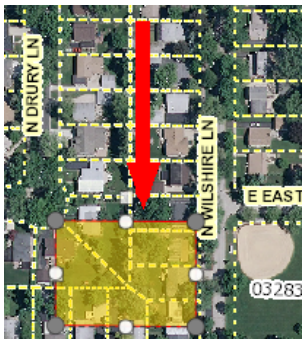
❑ Click on the polygon to select the graphic.
- The polygon will display gray circles at each vertex along the polygon boundary.



❑ A hand pointer will display. Hover over the center of the polygon.

Note:
- If you hover over a vertex, the pointer will move the vertex.
- If you hover over the center of the polygon, the entire polygon will move.

❑ Hold down the mouse button to drag the polygon to a different location on the map.
- If **Snap to Feature is enabled**, the cyan cross hairs will display, allowing snapping to parcel boundaries.



3.2.1.3.4 Editing Polygons and Polygon Vertices

When a Polygon is selected, the polygon displays each individual vertex of the polygon, as symbolized by gray and white circles. Each of the vertices can be moved to update or correct the original polygon.

Editing an Individual Polygon:

❑ Be sure to **close the Polygon markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the polygon to select the graphic.
- The polygon will display gray circles at each vertex and at the ends of the line.

❑ A hand pointer will display when you are hovering over a vertex that can be moved.

Note:
- If you hover over the center of the polygon, the pointer will move the entire line.
- If you hover over a vertex, only that vertex will move.

❑ Hold down the mouse button to drag the vertex to a different location on the map.
- If **Snap to Feature is enabled**, the cyan cross hairs will display, allowing snapping to parcel boundaries.

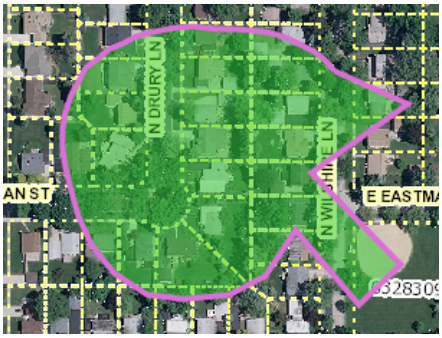
3.2.1.3.5 Changing Polygon Style Properties

Changing the Style Properties for an Individual Polygon:
Sometimes you add a polygon and the size, color or shape does not fit your need.

To change any style properties for a polygon:
❑ Be sure to **close the Polygon markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.
- Closing the Polygon markup window will stop adding markups and enable selection of a polygon.

❑ Click on the polygon to select the graphic.
- The Polygon markup window will open again (this time you will not be in add mode since a graphic is selected).

❑ Select the change in color, size or shape that you need for the polygon.
- The Polygon will change to correspond with the style properties you selected.



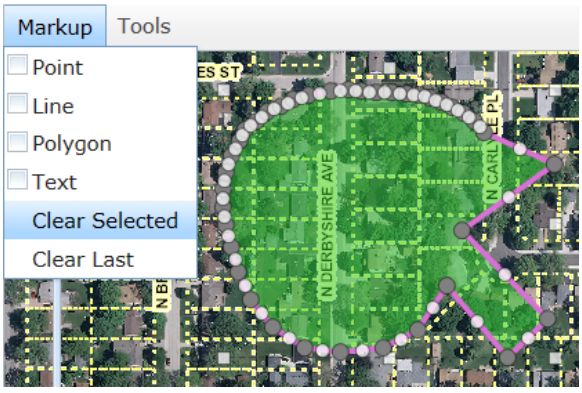
3.2.1.3.6 Selecting and Clearing Polygons

Selecting and Clearing an Individual Markup Graphic:

❑ Be sure to **close the Polygon markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the markup graphic to select the graphic.
The selected polygon will display gray and white circle points along the polygon boundary indicating the polygon has been selected.

❑ Click the **Clear Select** menu item under Markup.



Important Note:
Clear All will change to a **Clear Selected** function which can be used to remove individual selected markup graphics.

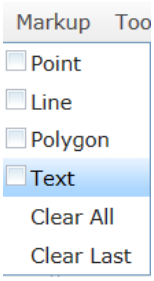
3.2.1.4 Text

The **Text markup tool** allows styled text to be placed at locations on the map.

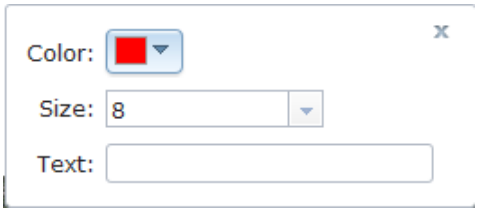
3.2.1.4.1 Adding Text

To Add Text:

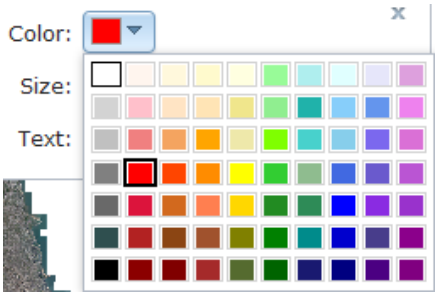
❑ Click on the **Text** menu item to bring up the Text command window in the upper-right corner of the map.



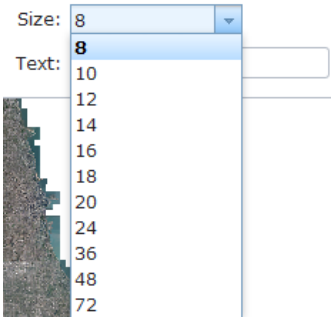
There are two different styling properties for **Text features: Color and Size**.



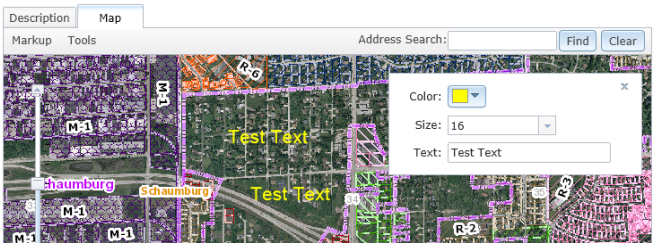
❑ Click the **Color** button to select a new color from the built-in color picker.



❑ Click the **Text Size** box to open a drop-down to select text size. The size is specified in font points



❑ Type the desired text in the **Text input** box.



❑ Click anywhere on the map panel to add the text.
As the mouse moves around on the map, a preview image of the text follows the mouse and can be used to ensure accurate placement of the text.

❑ To stop adding text, close the **Text** command window by clicking on the **X** in the upper-right corner or by selecting the **Text** menu item from the menu bar to deselect the tool.

3.2.1.4.2 Moving Text

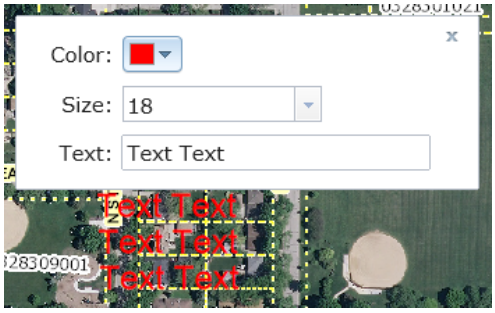
Moving Individual Markup Text:

❑ Be sure to **close the Text markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the markup text to select the graphic.
- Selected text does not display gray circles like lines and polygons do, but instead is indicated as selected by the style properties window popping open when the text is selected.

❑ A hand pointer will display when you are hovering over a text markup that can be moved.

❑ Hold down the mouse button to drag the text to a different location on the map.
- If **Snap to Feature is enabled**, the cyan cross hairs will display, allowing snapping to parcel boundaries.



3.2.1.4.3 Changing Text Style Properties

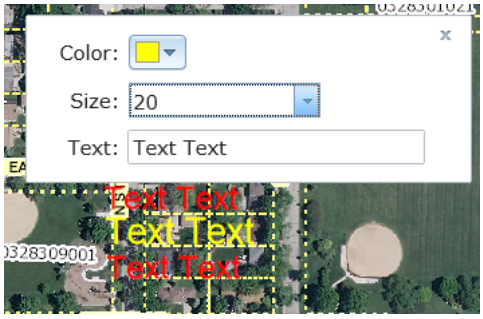
Changing the Style Properties for a Text Markup:
Sometimes you add a text markup and the size, color or shape does not fit your need.

To change any style properties for text:

❑ Be sure to **close the Text markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.
- Closing the Text markup window will stop adding markups and enable selection of text.

❑ Click on the text to select the graphic.
- The Text markup window will open again (this time you will not be in add mode since a graphic is selected).

❑ Select the change in color, size or shape that you need for the text.
- The Text will change to correspond with the style properties you selected.



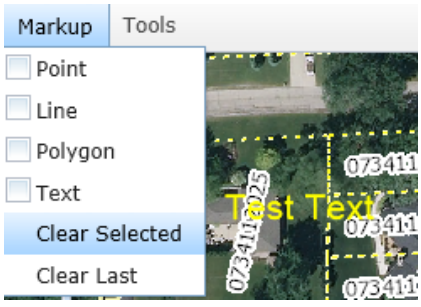
3.2.1.4.4 Selecting and Clearing Text

Selecting and Clearing an Individual Markup Graphic:

❑ Be sure to **close the Text markup window** by clicking on the **X** in the upper-right corner before selecting a graphic to clear.

❑ Click on the markup graphic to select the graphic.

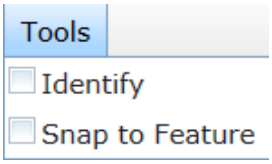
❑ Click the **Clear Selected** menu item.



Important Note:
Clear All will change to a **Clear Selected** function which can be used to remove individual selected markup graphics.

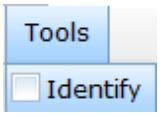
3.2.2 Tools

There are two tools available under the **Tools** menu – an **Identify** tool and a **Snap to Feature** tool.



3.2.2.1 Identify

The **Identify tool** under the Tools menu item allows a user to click on a location within a map and view the table fields of multiple feature layers at that map point.

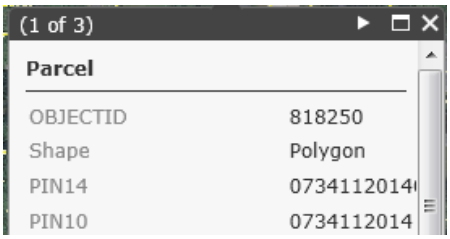


❑ Click the check box to the left of the Identify button to activate the identify function.

❑ The **Identify Tool** is Active box will stay visible as long as the tool is active.

❑ Click on any feature on the map to identify the parcel, municipality, section and township.
An Identify Results window will pop-up.

❑ Scroll through the results for the feature layers by clicking on the forward arrow and backward arrow.

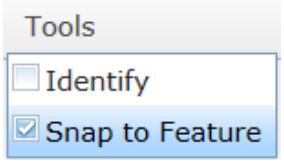


❑ Click the **X** in the upper right corner of the **Identify Tool is Active** window to end the identify function.

❑ Click the **X** in the upper right corner of the **Identify Results** box to close the results window.

3.2.2.2 Snap to Feature

The **Snap to Feature tool** under the Tools menu item allows a user to enable snapping to the parcel boundaries when adding point, line or polygon markups.



❑ Click the check box to the left of the **Snap to Feature** button to enable the Snap to Feature function.

Follow the directions for using the Markup tool of your choice under Markup.

❑ Click the check box to the left of the **Snap to Feature** button to dis-enable the Snap to Feature function when markups are complete.

3.2.3 Address Search

The **Address Search** box in the menu bar provides a quick and convenient way to find locations of interest that are relevant to the zoning change information.

The search box is a free-form search that will match any address that contains any of the search words, in order.

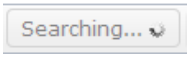
For example, searching on "12" would match addresses like 34**12** Main Street and 891 **12**th Street. Typing in multiple words, like "91 12" would match addresses like **91**42 West **121**st Avenue, but not 123 East 91st Street because the "12" comes before the "91".

Search by Address

❑ Type the partial or complete address into the text input box.

❑ Click the **Find** button or just hit the return button on your computer keyboard.

The **Address Search** bar will indicate that a search is currently being performed by disabling the **Find** button and replacing the text with **Searching…** along with a spinning activity indicator.

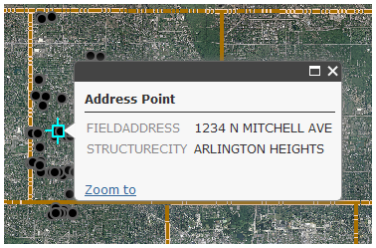


Once a search has been completed, the results will be displayed on the map and the map will center on the first address result.

In the case that no addresses match the search, an alert will be display indicating that there were no results.

To see the details of an address search result:

❑ Click on the address point to bring up a pop-up dialog box with the full address and municipality in which the address resides.



Important Note:

Address search results are filtered by the Municipality of the current user account. One cannot use the Address Search tool to find addresses in other municipalities.